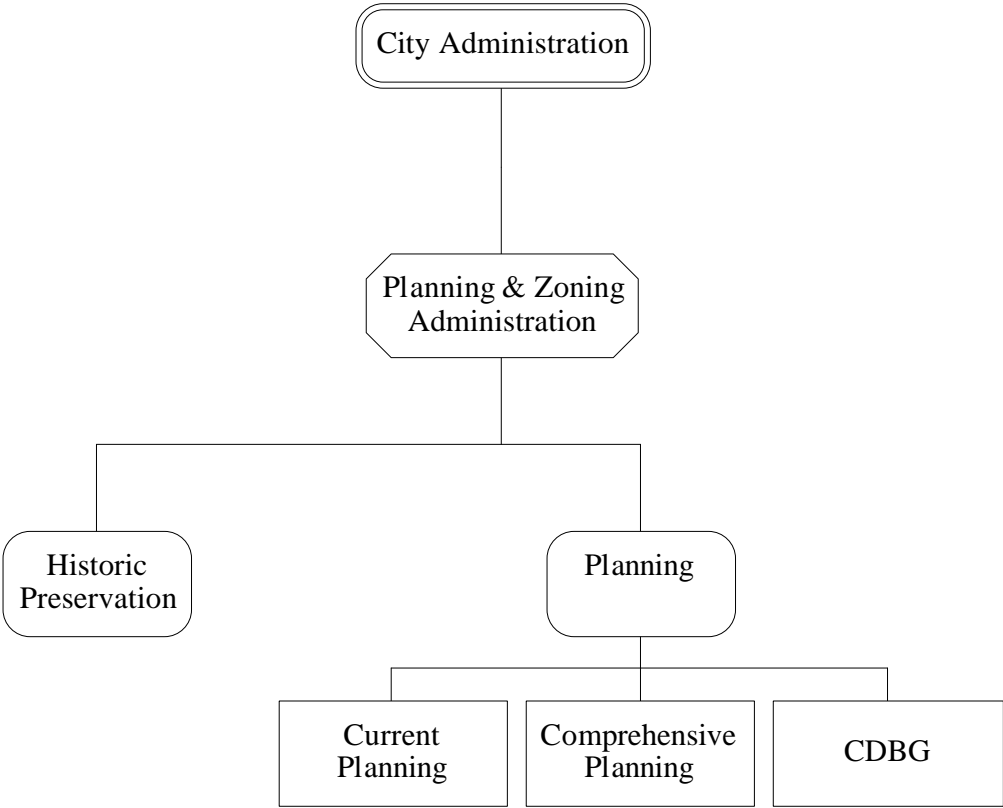


CITY OF ANNAPOLIS
Department of Planning and Zoning



Department of Planning and Zoning

Fund Support:

General and CDBG Funds

Description:

The City of Annapolis Department of Planning and Zoning is a diverse group of professionals using their own and each other's talents to guide the development of Annapolis in a manner consistent with the desires of the residential and business communities.

The Department of Planning and Zoning is responsible for all current and long-range planning for development, redevelopment and preservation, and community development activities within the City. In this capacity, the Department: (1) prepares necessary plans, studies, and programs to implement the City's Comprehensive Plan; (2) administers and enforces the City's zoning ordinance and subdivision regulations; (3) plans and administers the City's Community Development Block Grant program; and (5) engages in special studies and projects impacting on future growth, development and quality of life. The Department of

Planning and Zoning is organized around four main divisions - Comprehensive Planning, Community, Current Planning and Historic Preservation. In addition the Department also provides technical and direct assistance to other departments in the furtherance of municipal objectives.

Vision:

The Annapolis Department of Planning and Zoning is a highly respected city department consisting of persons committed to serving the public and having the skills and professional credentials necessary to manage the complexities of growth, redevelopment and development in the City of Annapolis. The Planning Department has ensured that the public is an integral part of the decision-making process and that the needs of all individuals and groups are considered when recommendations are offered or decisions are made. The Department of Planning and Zoning has adequate resources and functional space to facilitate its mission

Department of Planning and Zoning Staffing Summary

	<i>FY 2003 Actual</i>	<i>FY 2004 Estimated</i>	<i>FY 2005 Proposed</i>
	<i>Permanent</i>	<i>Permanent</i>	<i>Permanent</i>
Planning and Zoning	16	15	15
Department Total	16	15	15

Staffing Summary By Position - FY 2005 Permanent Positions

	Total <u>FTE</u>		Total <u>FTE</u>
<i>Planning and Zoning:</i>			
Office Associate III	1	Planner	3
Administrative Office Associate	1	Historic Preservation Assistant	1
Planning Director	1	Community Development Specialist	1
Section Chief	3	Community Development Administrator	1
Senior Planner	2	Transportation Planner	1

The Department of Planning and Zoning has two temporary Student Intern positions.

Current and Comprehensive Planning and Historic Preservation

Planning and Zoning

General Fund

Description:

The Division of Current Planning is responsible for coordinating the review of development proposals, including site design review, enforcing the zoning ordinance, and processing use permits, rental licenses, building permits, subdivisions, conditional uses and zoning variances. This Section has ongoing, direct contact with residents, business people and developers in the city, and responds to over 7,000 telephone calls and walk-ins each year on a variety of zoning and procedural issues.

This section includes two major subareas: (1) development application processing, and (2) permitting/enforcement, which includes the review and approval of building and use permits and review for compliance with such criteria as Critical Areas or Conservation overlays.

Planning & Zoning staff review all building permits for compliance with zoning and Site Design Review Standards. Permits are reviewed based on criteria such as setbacks, parking, Critical Areas, design compatibility, impact on surrounding road network, landscaping, handicapped accessibility and pedestrian access. Citizen demands for higher quality design of both buildings and sites has increased the level and scope of review for most residential and commercial projects. The Current Planning Section provides staff support and technical assistance to the Planning Commission and Board of Appeals.

The Division of Comprehensive Planning is responsible for the coordination of long-range planning activities, including implementation of the newly developed Comprehensive Plan by implementing the Neighborhood Partnership Program; performing special land use and fiscal analyses; preparing street scape design plans; securing related grants; participating in the LUCA program, participating in the County's Small Area Planning process, selecting consultants for the multi-modal transit center site selection, working with Anne Arundel County on requests for proposals for a new transit development plan, staff activity includes preparation and implementation of

City's comprehensive plan, analysis and updating of other City plans to guide development and provide a basis for comprehensive and coordinated review of projects and applications. This Division provides support to the Planning Commission, City Council, and various other boards and commissions.

The Historic Preservation Division has primary responsibility for all departmental activities within and pertaining to the Historic District. These activities include processing applications for the Historic Preservation Commission and ensuring that projects are developed in accordance with the approval(s), working with applicants in the Historic District to help them understand the process and submit complete applications, interdepartmental coordination of project review in the Historic District, answering questions and dealing with zoning and enforcement related matters in the Historic District, preparing the Certified Local Government report, and overseeing the building survey.

This division is also responsible for coordinating the archaeology requirements for development and is also involved in development issues affecting preservation and landmarks throughout the rest of the City.

Services:

Current Planning:

Current Planning oversees day-to-day development activities in the city including:

- Site plan review.
- Zoning compliance.
- Special exceptions.
- Variances/appeal.
- Building permit review.
- Occupancy permit review.

Current and Comprehensive Planning and Historic Preservation

- continued -

- Special district design review.
- Annexation.
- Subdivisions.

Comprehensive Planning:

The Comprehensive Planning Division is responsible for long-range planning including:

- Preparing, monitoring and implementing the city's adopted Comprehensive Plan.
- Performing sector studies and neighborhood plans.
- Undertaking special studies and functional planning as needed.
- Transportation planning and traffic impact review.
- Providing liaison between city and county, regional, state and federal agencies (except in community development, historic preservation and housing matters).
- Coordinating city activities with extra-jurisdictional planning and decision-making.

Historic Preservation:

The Historic Preservation Division has oversight authority over all matters related to the Historic District including:

- Responsibility for all development in the Annapolis Historic District.
- Working directly with and reports to National Trust for Historic Preservation and Maryland Historic trust.
- Providing zoning enforcement in the Historic District.

- Processing applications for HPC review.

Community Development:

The Community Development Division is responsible for administering the city's CDBG program, working with housing providers, and working with residents of the city's low and moderate income neighborhoods, including:

- Annual budgeting and disbursing CDBG funds.
- Preparing and implementing city housing programs including housing rehabilitation.
- Coordinating joint public/private housing ventures and developing housing affordability initiatives.
- Providing direct staff support to other departmental neighborhood/community initiatives.

Administration:

Administration of the Department entails all general office support activities and communication of municipal policy initiatives to enable departmental personnel to work efficiently and in a manner consistent with municipal goals and objectives as articulated by the Mayor and City Council.

- Provides full citizen support on planning, zoning, use, and building and development matters.
- Ensures the highest level of design for all projects in the city.
- Reviews and processes building and use permits and rental licenses, coordinates City review, processes and provides analysis of subdivisions, conditional uses, Planned Unit Developments and variances for public hearing.

Current and Comprehensive Planning and Historic Preservation

- continued -

- Maintains day-long availability to answer inquiries regarding zoning or other land use regulations or policies.
- Ensures public notification of development projects or projects requiring public hearing to ensure due process. Assists persons in preparing applications for processing.
- Provides technical assistance to other City agencies.
- Processes applications for hearing before the appropriate Board and/or Commission.

Board/Commission Responsibilities:

The Annapolis Department of Planning and Zoning provides direct staff support to the Mayor and City Council, and the following Boards and Commissions:

- Planning Commission.
- Board of Appeals.
- Housing and Community Development Commission.
- Historic Preservation Commission.

The Planning Department provides indirect support and/or technical assistance to the following:

- Environmental Commission.
- Conservancy Board.
- Board of Port Wardens.
- Various topic-specific task forces.
- Neighborhood groups.
- Hot Spot initiatives.

- Neighborhood Watch.
- Community Development Corporations.

Values:

The Department and Zoning values:

- Maintaining the respect and confidence of the public and elected officials for professionalism and impartiality in our analysis, advice and decision-making.
- Maintaining excellent working relationships with other city agencies and providing assistance when necessary.
- Maintaining excellent relationships with county, regional, state and federal counterparts.
- Rising to any challenge for developing or implementing new programs, policies, or plans.
- Providing a high level of customer service.
- Ensuring that the public is fully engaged in the debate of issues of importance to them.
- A high degree of commitment and integrity among departmental staff.
- Providing quality input into the decision-making process.
- Above all, Public Service.

Departmental Mission:

The mission of the Department of Planning and Zoning is to provide superior, professional service to the residents of Annapolis.

Current and Comprehensive Planning and Historic Preservation

- continued -

<i>Budget Summary</i>	<i>FY 2003 Actual</i>	<i>FY 2004 Estimated</i>	<i>FY 2005 Proposed</i>	<i>Percent Change</i>
Personnel	\$1,077,580	\$1,059,020	\$1,075,640	1.57%
Other Operating Expenditures	361,510	143,650	180,050	25.34%
Capital Outlays	0	0	0	N/A
Total Expenditures	\$1,439,090	\$1,202,670	\$1,255,690	4.41%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts for FY 2005

Department/Division Planning and ZoningFund and Division # 110-41910

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$810,620	Appropriation needed as calculated on personnel detail.
Benefits	\$265,020	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$19,620	Postage, fax, copy paper, general printing, blue prints, mylars, xerox machine cost transfer, office supplies, computer supplies, water cooler, citation books, calendars, graphic presentation materials.
Utilities	\$0	
Education and Travel	\$13,050	Cost/mile reimbursement for use of personal vehicle for city business; travel related to continuing education; attendance at locally sponsored seminars; workshops on topics related to planning generally and MD law and policies specifically; computer applications training; purchase of books, periodicals related to planning, historic preservation, community development; attendance at out-of-area conferences.
Repair and Maintenance	\$8,500	Service on copiers, fax, and other office equipment
Special Projects	\$105,000	Professional services in support of policy initiatives and implementation, especially implementation of recommendations in the comprehensive plan. Projects contemplated include market space urban design study, landfill re-use options, central West Street design, gateway design for Eastport Bridge approaches and King George Street, short-term programs from comp plan, implementation of recommendations of Outer West Street sector study, 4 th street study, neighborhood initiatives. Required six year review of comprehensive plan.
Leases	\$2,880	Copy machine leases
Contract Services	\$31,000	For the retention of professional services on a specific basis as the need arises throughout the year to respond to Aldermanic or citizen concerns and to perform analyses of specific projects.
Capital Outlay	\$0	

Total	<u><u>\$1,255,690</u></u>
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